

### **FMIS APPLICATION SPECIALIST**

**DEFINITION:** Under general supervision, performs professional and technical work involving all aspects of support of the Financial Management Information System (FMIS), including network and database administration, configurable networking computing (CNC) administration, troubleshooting and technical issues as required; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Performs all aspects of administration of the FMIS system and network, including user creation, changes and deletes, CNC maintenance, security maintenance, Windows 2000 server operating systems and third party software updates, database backup and restore, storage and database maintenance, and end user support; consults with users about system problems; provides consultation to users on computer needs, networking equipment, software, peripherals and file servers.

Plans and sets up testing strategies, conditions and schedules; coordinates and performs system modifications, maintenance, problem resolution, performance monitoring and optimization; evaluates, studies and implements safeguards for FMIS systems; provides system support and maintenance; reviews technical journals and relevant literature to stay current with changes in technology; serves as resource and technical advisor in areas, such as database development and management, system software or data communications.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Detailed knowledge of and experience with the Microsoft Windows 2000 server operating system and Active Directory.

Knowledge of Microsoft SQL 2000 database server and Configurable Network Computing (CNC).

Knowledge of system analysis and design procedures and techniques.

Knowledge of the installation, diagnosis, maintenance and repair of computer WAN, LAN and related systems.

Knowledge of securing databases and development of database disaster retrieval and recovery systems.

Knowledge of information system security controls.

Skill in planning and implementing computer systems, services and programs for governmental entities.

Skill in utilizing written and verbal communication in the development and presentation of reports, strategic plans, budgets and computer instruction.

Skill in prioritizing and scheduling work.

Skill in establishing and maintaining effective working relationships.

Skill in communicating technical concepts to users in understandable language.

Skill in managing large data processing system.

Ability to exhibit strong customer service orientation.

Ability to exhibit a strong initiative and desire to stay current and learn new technology.

Ability to understand basic accounting concepts and business workflow.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting. After hours and weekend work may be required, on-call via telephone is required. Positions in this class require prolonged CRT viewing.

THE NAVAJO NATION

Class Code: 1855  
Information and Technology Series  
Programming and Analysis Group  
Overtime Code: Non-Exempt  
Pay Grade: 66

### **FMIS APPLICATION SPECIALIST**

**MINIMUM QUALIFICATIONS:** An Associate's degree in Computer Science, Computer Information Systems or closely related field; and two (2) years of progressively responsible experience in enterprise resource planning (ERP) systems management and administration; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess certification as a Microsoft Certified Systems Administrator (MCSA).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.